



## Maryland Heritage Areas Authority Grant Administration Tip Sheet FY 2012

Congratulations on receiving a Maryland Heritage Areas Authority (MHAA) Grant Award! To make your grant administration easier, MHAA has created the following tip sheet to help you administer your grant. Should you have any questions regarding MHAA Grant administration, please contact Richard Hughes at 410-514-7685/[rhughes@mdp.state.md.us](mailto:rhughes@mdp.state.md.us), Jennifer Ruffner at 410-514-7612 / [jruffner@mdp.state.md.us](mailto:jruffner@mdp.state.md.us), or Ruth Scheler at 410-514-7699/[rscheler@mdp.state.md.us](mailto:rscheler@mdp.state.md.us).

### New This Year

- Grantees **must** provide proof of full match (cash in-hand or firm commitment) no later than **October 7, 2011. You are responsible for checking to make sure MHAA has the needed proof prior to this deadline.** Documentation can include proof of cash (bank statements, copies of checks), a grant award letter or agreement, or a letter from a third party committing funds or services. A letter from the grantee committing to raise the match is not sufficient documentation. If the proposed source of match is not firm or in hand, then documentation of a back-up source of match is required (i.e. reserve fund balance).

### General Grant Administration Guidelines

- Unless an exemption is approved by MHAA, the following **must** be submitted for approval by the MHAA Project Monitor **before work commences:**
  - ✓ Drafts of all project products as stated in the Grant Agreement, e.g.: brochure designs and text; exhibit designs and text; designs of memorials, monuments, plaques, etc.; web site designs or significant upgrades funded by MHAA; trail markers/signage; marketing materials, architectural plans for structures on which the Maryland Historical Trust holds or is requiring the conveyance of a historic preservation easement, or site plans/50 percent design plans for outdoor signage/trail projects.
- When a project product will be sent to a printer for final publication, the MHAA project monitor **must** approve the publication text and design **before** it is sent to the printer. For recurring publications such as newsletters, once an initial template design has been approved by MHAA, further approvals are not required unless substantial changes are proposed.
- Unless an exception is approved by MHAA, projects must include appropriate acknowledgment of MHAA assistance in accordance with requirements outlined in the grant agreement. Grant recipients may also be required to provide appropriate acknowledgment of the local Certified Heritage Area management entity. Grant recipients are also encouraged to acknowledge MHAA support whenever talking with the media about their project.
- Grant recipients are expected to ensure that costs for goods and services obtained to carry out the projects are reasonable and customary for the type of work performed and materials procured. The following procurement procedures should be followed:

- **Local Governments** – follow normal procedures and be able to document that procurement procedures were followed.
- **Non-Profits** –
  - For amounts greater than \$500 and less than \$10,000, you are encouraged to get written bids from 2 or more vendors.
  - For amounts greater than \$10,000, written bids from at least 3 vendors **must** be obtained.
- You are not required to take lowest bid, but you must document what criteria was used to choose.
- Sole-source procurement should not be utilized unless you can document a valid reason for doing so.
- Contact your MHAA Project Monitor if your Project Budget will differ substantially from that in Exhibit A of the Grant Agreement. MHAA must approve in writing **any budget changes greater than 10%** of the total MHAA grant amount.
- **Grant funds may only be used for those items set forth in the approved project budget under the MHAA column, and not for any other portions of the project.**

### **Maryland Historical Trust Easements and Compliance Review**

- For Capital Grants involving historic properties, you may be required to convey a historic preservation easement to the Maryland Historical Trust. Generally, grant funds will not be disbursed prior to completing the conveyance of an easement. However, if special circumstances apply to your project, partial disbursements may be made prior to completion of the easement conveyance. Please discuss this with your MHAA Project Monitor. In no circumstances will the full amount of the MHAA grant award be disbursed prior to the recordation of the easement.
- **If your property does not have an existing easement, and you are required to convey one:**
  - Read the Easement Conveyance package which was included with your grant award letter.
  - You are required to get approval for all proposed capital improvements and plans, signage, or ground disturbances **prior to beginning work**, even if the easement has not yet been conveyed.
  - You are required to convey the easement **prior to completion of the project or final disbursement of funds.**
- **If your property has an existing easement:**
  - You may be required to modify the existing easement to encompass more of the property (i.e. addition on an interior easement, or expansion of the existing easement boundary)
  - You are required to get approval for all proposed capital improvements and plans, signage, or ground disturbances **prior to beginning work.**
  - If a modification is required, you are required to make that modification **prior to completion of the project or final disbursement of funds.**
- Questions regarding MHT review, and beginning the process of donating an easement should be directed to the MHT Easement Administrator, Amy Skinner, at 410-514-7632 or [askinner@mdp.state.md.us](mailto:askinner@mdp.state.md.us). Additional information is available at [www.mbt.maryland.gov/easement.html](http://www.mbt.maryland.gov/easement.html).

- **If your property does not have an existing easement, and you are not required to convey one:**
  - For Capital Grants, and grants involving construction, ground disturbance or signage on properties that do not have an existing easement, and for which an easement will not be required, you will be required to comply with Sections 5A-325 and 5A-326 of the State Finance and Procurement Article. This means the Maryland Historical Trust must review and comment on all proposed capital improvements and plans, signage, or ground disturbances **prior to you beginning work**, and those comments must be incorporated into your plans.
  - You must submit the **Project Review Form** which you received with your award letter to Amanda Apple in order to begin the review process. If you have questions about compliance review, please contact Amanda at 410-514-7630 or [aapple@mdp.state.md.us](mailto:aapple@mdp.state.md.us) . You can also visit [http://mht.maryland.gov/projectreview\\_sponsors.htm](http://mht.maryland.gov/projectreview_sponsors.htm) .

### **Progress Reports:**

- Progress reports must be submitted according the schedule established in Exhibit A of the Grant Agreement, or upon request by the MHAA Project Monitor. Even if you are behind schedule, you still need to submit a mid-project report so that the Project Monitor knows what the status is. Failure to submit reports in a timely fashion could result in the forfeiture and/or recapture of grant funds.
- At minimum, progress reports must contain a description of all work completed within the report period. If unanticipated delays will require an extension of the Project Completion Date, this must be reported and a request for MHAA approval of an extension must be submitted (see “Extensions” below).
- If you are requesting a disbursement of grant funds, the progress report must include:
  - ✓ a notation of funds expended against all budget categories shown in the grant agreement (use the “Disbursement Request Form” to provide this information-available at [http://mht.maryland.gov/grants\\_current.html](http://mht.maryland.gov/grants_current.html) ).
- Send progress reports to the MHAA Project Monitor. These reports may be emailed to MHAA staff.

### **Final Reports**

- Final reports must be submitted according to the requirements of Exhibit A of the Grant Agreement.
- **All work must be completed and all expenditures made prior to submitting the final report.**
- These reports should contain:
  - ✓ All required project products (i.e. survey forms, photographs, reports, publications, etc.);
  - ✓ Copies of all RFPs distributed for the project;
  - ✓ Copies of all signed contracts with subcontractors for work completed under the grant; and,
  - ✓ Documentation of all project expenditures, both MHAA grant funds and grantee contributed funds, including:
    - invoices, receipts or other verification of project costs incurred to date; and,
    - timesheets detailing all hours contributed by project personnel and volunteers during the reporting period (sample timesheets can be provided by MHAA).

### **Extensions**

- At the discretion of MHAA, extensions of the project timetable may be granted. **Extensions will not be granted after the Project Completion Date shown in Exhibit A of the Grant Agreement. You must request an extension before the Project Completion Date.**
- Submit a letter to your MHAA Project Monitor to request an extension. The letter should: state why the project cannot be completed as scheduled; describe what work has been completed and what remains to be done; and include a new requested Project Completion Date.

### **Amendments to Scope of Work and Budget**

- At the discretion of MHAA, amendments to the scope of work and the budget may be granted. **Amendments will not be granted after the Project Completion Date shown in Exhibit A of the Grant Agreement. You must request any amendments before the Project Completion Date.**
- Submit a letter to your MHAA Project Monitor to request an amendment. The letter should: state why an amendment is needed, describe the work that has been completed and what changes are proposed to the budget or scope of work, and should include a revised timeline, scope and budget where applicable.
- Grantees may move a total of up to 10% of the grant award amount among existing line items in the budget without prior approval. Any larger changes to the budget or use of funds for items not in the current budget must be approved first.
- Minor scope of work and budget changes can be approved by MHAA staff. Major changes to the scope of work must be approved by the MHAA.

### **Project Completion Date and Final Report Date**

- All project work, including grant funded and match funded, must be completed by the Project Completion Date listed in Exhibit A of the grant agreement.
- No changes, extensions or modifications, and no expenditures can be made after the Project Completion Date.
- After the Project Completion Date, you have approximately two months to complete your final report, including full financial documentation. Those materials are due on the Final Report Date listed in Exhibit A of the grant agreement.

**Failure to complete work by the Project Completion Date, and/or failure to submit all final report materials by the Final Report Date could result in the forfeiture and/or recapture of grant funds.**